

Introduction

The purpose of this policy is to define the principles and aims of the development of homework at Melrose and to provide a framework which

- Promotes consistency in school planning and school practice.
- Facilitates development and change.
- Informs new staff, pupils, parents, governors and the wider community.

It was reviewed in the Michaelmas Term 2015.

The next review will be in the Michaelmas Term 2018.

Principles

- Homework encourages self discipline and instils good study habits.
- Homework reinforces work accomplished during the school day.
- Homework gives opportunities for further practice, for research or for preparation for class lessons.

Aims

Our aims in giving homework are that all children

- Should have the opportunity to complete, practise or master the work necessary to enable them to achieve their full potential.
- To have the opportunity to complete unfinished work.
- Should experience homework as a positive experience.
- Should learn to make the best, most effective use of their time.
- Should be guided into taking increasing responsibility for their own actions by learning that all homework assignments should be recorded, completed and returned to school on time.

Strategies

- In the Preparatory Department homework usually takes the form of reading or phonics which is accompanied by a record book, designed to encourage dialogue with parents, or tasks to support numeracy and literacy.
- In the Junior Department homework will be given every day including Fridays and will usually be mostly Mathematics and English.
- Homework given will be at the teacher's discretion and may take the form of formal written work, learning or practising tables, reading, researching information or revising work already completed.

- Homework given in the Juniors will be recorded in a homework diary which parents should sign daily and teachers weekly to indicate the work has been satisfactorily completed. Work requested by parents when children are ill will usually take the form of covering work completed by the other children at home or in class. Such work will be sent home at the teacher's discretion usually after discussion between the form teacher and the parents. Girls are not allowed to take home books belonging to other pupils without the teacher's permission.
- If children are to miss school for reasons other than illness we will not supply work but suggest reading, practising tables or writing a diary.
- Suggested time allocations for homework are guidelines only and give an indication for the average length of time e.g. spend 20 minutes revising tables.
Suggested average time allocations per day in the Junior Department are:
 - Junior Remove – 30 minutes
 - Form I – 40 minutes
 - Form II – 50 minutes
 - Form III – 60 minutes
- Marking – See Marking Policy but note that homework handed in late, without a satisfactory reason e.g. illness will not be marked – this will be indicated by L/W (Late Work).
- In the Junior Department it is our expectation that homework will be completed. In the event that a satisfactory explanation is not given for the failure to complete work the following strategies may be used:
 - The class teacher will discuss the problem with the child and make a note in the homework diary to inform the parents.
 - The class teacher will inform the Senior Leadership Team (SLT) of the problem and may then phone the parent to agree future strategies and inform them of the problem.
 - The child will be kept in during break time each day until the work is completed. They will be given the opportunity to complete the homework at home should break time prove to be insufficient.

Resources

Preparatory Department

Homework reading records.

Literacy and numeracy resources.

Read Write Inc phonic sheets.

Junior Department

Homework diaries.

Strategies for Assessment and Recording

Reading Records for the Preparatory Department.

Homework and reading diaries in the Junior Department.

Reporting

Comments are made on the Preparatory Department reading records.

Comments on homework may be made in the twice yearly reports to parents, and in diaries, where necessary.

Discussion with parents as and when necessary.